Town of Argyle **Town Manager's Notes** **January 17, 2025**

Mayor and Council,

I am pleased to pass on the following information. All information in Manager's Notes is available to the public and these reports will be archived on the Town website.

Town Hall Meetings

Our Lakes HOA Town Hall was quite the success with good interaction and over 60 attendees. Here is our complete schedule for the year:

Date	Neighborhoods
1/13/2026	Lakes of Argyle
2/24/2026	Waterbrook & Avalon
3/31/2026	5T Ranch, Argyle Town Village, Country Lakes, Old Town, Country Club Estates, & Pilot Knob Estates
5/26/2026	The Settlement & Johnson Acres other assorted neighborhoods otherwise not listed.
6/23/2026	The Oaks, Shadowood Estates, Hickory Hill Estates, & Settlers Point
8/11/2026	Rolling Acres, Whispering Trails, & Pecan Acres

These are all Tuesday evenings at 6 PM at Town Hall.

This effort will stress our mailing budget since we are dedicated to doing postcard mailers to reach the full neighborhood with direct invitations but I feel it is well worth it to promote citizen engagement. This outreach topic and others will be discussed at greater length at our January 20 Council meeting.

Top 10 for 2025

1. Completed long-needed repairs on Frenchtown Road, improving safety and drivability.
2. Finalized the annexation of Argyle Station (two-story office/retail on US377) providing additional sales tax to the Town and started the Sonic/Argyle Station sewer extension project
3. Voters elected to harmonize the sales tax rate in the Harvest SPA zone
4. Approved the MDD incentive and site plan for the Argyle Marketplace project on the Marsden Tract adjacent to the Argyle Nature Trail
5. Approved the Heritage Development Agreement and Planned Development for retail and medical uses
6. Improved Town operations by outsourcing Communications and Human Resource functions, allowing staff to focus on core services
7. Hired an on-staff professional accountant, strengthening financial oversight and transparency
8. Partnered with Argyle ISD Police to improve school traffic flow at the 6th Grade Center, enhancing safety for students and families.
9. Fully staffed the Police Department with 17 officers while reorganizing and promoting 3 officers to newly created Corporal positions
10. Added 5 permanent speed signs to collect traffic counts and speed while informing drivers of their speed data

Police Department Progress

Project Name	Project Brief Description	Weekly Update / Status / Next Steps
Texas Police Chiefs Association Accreditation Program	Every 4 years our agency undergoes an audit of the 170+ law enforcement "Best Practices" to maintain accredited status. We have been accredited since 2013.	On December 10th and 11th TPCA auditors conducted their on-site evaluation of the Argyle Police Department. This week we were informed that we have received our 4th consecutive accreditation.
Presentation to Scout Troop	On January 11, several of our officers hosted a group of 3rd grade Bear Scouts to talk to them about digital (online) safety, safe operation of bicycles, scooters, and skateboards, and safety around strangers.	
Police Department Parking	The current police building shares a parking lot with our neighbors Andrea Claire Fit and Gypsy Caravan.	On January 14 we were notified that Gypsy Caravan anticipates increasing staffing at the salon they host in their building and will be opening their store on additional days of the week. Because of this, they are no longer allowing our department to use several of the parking spots between our buildings that are a part of their property.
Police Facility Tours	To help keep stakeholders aware of the operational capabilities and needs of the police department, tours of the current facility are being offered to allow for questions and feedback.	The department is arranging for members of the CCPD board to visit within the next several weeks, tours with the Alumni Association, other Town Boards and Commissions and Town Council will be coordinated as well through the next few months.

Community Development Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Town Center District Small Area Plan	Joint Meeting of Town Council, PZ, and CPAC	A Joint Meeting was held Thursday, January 15th at Argyle Town Hall to discuss the Town Center District. There was ample discussion, and the consensus was that this effort for a small area plan is needed. Councilmember Brading summed it up nicely that "Argyle needs a heart."
Front Street	Mission Investors Property	Town staff completed a predevelopment meeting on the 3-acre parcel along the east side of Front Street. The potential project includes three 7-8,000 square foot buildings, to be used for office/retail uses. The interested party was notified of the Front Street small area plan in progress and potential challenges of the site.
Tree City USA Application	Regional Coordinator Approved	Town staff was notified by the Arbor Day Foundation that the regional coordinator has approved the Town's 2025 Tree City USA application. The application will now be considered for approval by the state level coordinator.
Argyle Marketplace	Construction Plan Review	Town staff has completed the 1st review of the Argyle Marketplace construction plans. Once the comments are finalized, they will be sent to the applicant for review.
Argyle Sports Academy	Construction Plan Review and Amending Plat Review	Town staff completed the 2nd review of the Argyle Sports Academy construction plans. The amending plat for Argyle Landing, Lot 92 has also been reviewed a 2nd time and recommended for approval.
Shady Oaks Estates (Old Church in Waterbrook Commercial area)	Replat Application	Town staff met with the applicant Ryan Kagay and clarified some of the comments for the replat document. Mr. Kagay informed staff he may try to acquire the land directly south of his property along Village Green Drive and would include the land in a revised replat application. He will let staff know of his intention next week.
Argyle Parks Foundation	Research Update	Intern Annalisa Stoll is completing research on requirements to create an Argyle Parks Foundation. The next step will be to review the collected information and schedule a meeting with interested community stakeholders to see if they would be willing to serve on the non-profit's board of directors. This will be a separate and independent non-profit organization to the Town of Argyle.

Municipal Services Progress

Project Name	Project Brief Description	Weekly Update / Status / Next Steps
Computer Lifecycle Replacement – FY 25–26	Scheduled replacement of end-of-life devices to maintain cybersecurity and system compatibility.	Coordinated with Fulcrum on the scheduled replacement of 11 computers that have exceeded their useful life. This action will remove all remaining Windows 10 devices that cannot be securely patched or upgraded, reducing cybersecurity risk and maintaining compliance with current system standards.
AV & Council Desk Technology Repairs	Coordination of audiovisual equipment maintenance and workspace functionality.	Coordinated with Specialty Sound to complete repairs on the document reader device and correct display monitor issues at the Town Manager/Town Attorney desk, restoring full functionality for meetings and presentations.
Golden Agers Bingo – January	Senior programming and community engagement.	Hosted the January 15 Golden Agers Bingo Lunch with a little over 30 seniors in attendance. Coordinated setup, event logistics, and cleanup to ensure a welcoming and successful event.
Facilities & Storage Clean-Out	Workspace optimization and removal of obsolete materials.	Led a comprehensive clean-out of storage closets, cabinets, and cubicles containing outdated materials and equipment. This effort freed two usable workspaces—one for the Executive Assistant role and one shared workstation for onsite third-party partners (CPS HR, BrandEra, Fulcrum)—supporting more efficient space utilization.
Engineering RFQs	Procurement process management for professional engineering services.	Continued coordination for the Town Engineer and Street Maintenance RFQs, with submittals due Wednesday, January 28, 2026. Staff are preparing for the receipt of and evaluation of responses.
Depository Banking Services Review	Evaluation and comparison of banking proposals.	Scheduled the side-by-side review and analysis of Depository Banking Services responses for Tuesday, January 27, 2026, in preparation for staff recommendations.
Auditor RFQ Development	Planning and scope development for external audit services.	Began drafting the scope of work for the Auditor RFQ. The goal is to publish the solicitation in February and bring the item forward for Council consideration at the April meeting.

Public Works Progress

Project Name	Project brief Description	Weekly Update/Status/Next Steps
Shell Station Sewer Line	To provide adequate sanitary sewer service to the commercial facilities. The new line has been installed and all 3 businesses are now connected to the Town system by gravity. The rear drive has been paved and the remaining concrete should be paved next week.	
Town Hall - Lobby	Renovating the lobby to create more open space and make the area more resident-friendly.	The flooring has been installed, new handrails have been installed, and the existing can lights have been upgraded to LED lighting. Additional rubber base trim is being ordered to complete the room.
Town Hall - Trees	In addition to the trees planted several weeks ago, three redbud trees have been installed in front of the council building, and a chinkapin oak has been planted behind the Town of Argyle monument sign.	
5T Ranch – Lift Station	Sump pump failure in lift station valve vault.	After manually pumping down the vault, the electric outlet was replaced, and the pump is now operating correctly.
Multi-Site Ditch Maintenance Project	Repairs will be made to drainage ditches at three locations where improper flow has been identified.	A pre-Construction meeting was held this week and the contractor plans to start the second week of February.